

The Harker School

2024-25 Tutoring Information

Thank you for your willingness to help our students achieve their potential. To ensure that all students get the most of their tutoring experience, it is important that you read the tutoring policies in the faculty handbook prior to beginning any tutoring assignments this school year. You must also familiarize yourself with the Employee and Student interaction policy outlined in the personnel handbook. If you have any questions at all about tutoring or your role as a tutor, please contact the appropriate division head.

TUTORING

Teachers who provide tutoring to our students are vital and valued team members of our learning community. Please remember that all tutoring relationships are professional relationships between teachers and students. To avoid conflicts of interest, we do not allow teachers to tutor students they are currently teaching. In addition, teachers may not tutor during the school day. **All tutoring referrals are required to go through the counseling office.** No teacher should refer a parent to another teacher or themselves for tutoring. Once the counselors receive a referral, the counseling office gives the family the names and contact information for three appropriate and available tutors. We ask that tutors keep the counseling office updated with the names of the students they are tutoring so that counselors, teachers, and tutors can work together as a team to best support the efforts of our students.

When tutoring students on any Harker campus over the weekends, teachers must notify their division head of which students they are tutoring, the day and time they are tutoring, and where they are tutoring the students. When tutoring on weekends, teachers must notify security by phone that they are on campus. Tutoring is not allowed on Sundays since we do not have student activity on campus on Sunday. Teachers should encourage parents to remain on campus when teachers are tutoring students on Saturday.

Teachers may never tutor students after 7pm weekdays on campus. Tutoring on campus is not allowed on Sunday and tutoring on Saturday is only allowed between 12-5pm, with division head approval. We discourage teachers from tutoring students at the teacher's home.

For reasons of liability, we do not allow teachers to tutor non-Harker students on any of the Harker facilities.

All tutors need to be Harker employees, whether employed as a Harker substitute, faculty, or staff member. To remain active in our employee database and therefore eligible to tutor, all tutors must be an active employee, receiving a paycheck for work at Harker, at least once every four months during the HR pre-defined 4-month windows.

TUTORING PROCEDURES

Below is a summary of a few of the tutoring procedures we ask you to follow:

- When a parent contacts you about tutoring be sure to get the following information:
 - Student's name and grade level
 - Subject to be tutored and teacher's name
 - Parent's name and phone numbers
 - Number and length of tutoring sessions per week
- Be sure to tell the parent:
 - What your tutoring rate is
 - When / how you expect to get paid
 - What your expectations of the tutoring session are

Contact the student's teacher immediately for specific information regarding the goals for tutoring. Keep in close contact with the teacher to determine how you can best support the student you are tutoring.

Notify the Counseling Office with your tutoring arrangements, days, times and locations as soon as you make those arrangements. Also, please let the counseling office know when there is a change in the tutoring schedule or when the tutoring assignment has been terminated. In addition, notify the Counseling Office immediately if the student is uncooperative or misbehaving. It is important that tutors communicate this information as it helps us work as a team to best support our students.

It is your responsibility to arrange to meet the student at a designated area and accompany the student to the tutoring location. Please remember that it is imperative that no tutor be alone with a student in a classroom with the door closed.

A student should come to all sessions prepared to work. Should a student say she or he does not have any homework or anything to study, it is the responsibility of the tutor to provide an appropriate review of past or current curricula.

Tutors should not agree to tutor a student in all subjects. It is impossible for any tutor in the period of a few hours a week to take responsibility for a child's total academic performance. However, a study skills or homework tutor can provide general assistance (organizational skills, time management, etc.) to a student in various subjects.

We consider it a conflict of interest for employees to approach families at The Harker School directly about tutor; it gives the appearance that one is tutoring for personal gain, financially or otherwise. **All tutoring referrals therefore must go through the counseling office.**

PAYMENT

It is the tutor's responsibility to record the hours tutored and for the collection of the payment. We do ask parents to notify tutors 24 hours in advance if the child is unable to attend a session.

If you must cancel a tutoring session, it is your responsibility to contact the parent. You are to give the parents 24-hour notice if you are unable to conduct a tutoring session except in the case of an illness or emergency. If an emergency arises, please notify the Counseling Office. We will attempt to notify the student of the cancellation.

While we do not mandate any given payment structure, we ask that teachers charge a reasonable tutoring rate. It is important that helping each student optimize their potential be at the core of any tutoring relationship.

PARENT INFORMATION

Page 4 of this document contains the letter that we send to all parents who have worked through the counseling office to obtain a tutor. ***As stated in the faculty handbook, it is imperative that all tutoring referrals go through the counseling office so that the counselors can give parents a choice of three tutors who best suit each student's need.***

TUTORING LETTER

We give the following letter to each tutor.

Dear Tutor:

Welcome to the 2024–25 school year. Thank you for agreeing to tutor our Harker students for this academic school year. The work you do with our students is an invaluable part of ensuring that our students feel successful in their academic endeavors. We are greatly appreciative of all your efforts to help our students.

To help you, we feel it is important to explain the tutor referral process. The Harker School counseling office does not contact tutors to set up tutoring appointments. Rather, we give a list of possible tutors in a particular subject to parents, and they will contact you directly. Then, based on your availability and/or tutoring rate, the parents arrange to begin tutoring. If we do not have your email address, please be sure to send it to the counseling administrative assistant, Paulina Reynoso at Paulina.Reynoso@harker.org. Tutors' rates vary; however, rates should be reasonable.

It is also important that you understand our expectations and your responsibilities as a Harker tutor. We expect Harker tutors to guide the learning; while a tutor can facilitate the completion of homework, doing homework for the student will ultimately not benefit the students' learning potential. The purpose of tutoring is to help the student better understand the processes, procedures, and principles of the subject matter. It is important that helping each student optimize their potential be at the core of any tutoring relationship.

The Harker School views all tutoring relationships as professional relationships between teachers and students; therefore, we expect tutors to treat their tutoring relationships as such. We also prefer that all tutoring take place during the weekdays. If you are not a Harker teacher, all tutoring must take place during the weekdays as you will not be able to access the campus otherwise. Tutoring on campus on Sundays is not allowed, even if you are a Harker employee.

If a Harker teacher does tutor on any Harker campus on a Saturday, in advance of the tutoring session, you must notify the appropriate division head, letting the division head know which student you are tutoring, the day and time you are tutoring, and where you are tutoring the students. **We do not permit Sunday tutoring. Weekend (Saturday) and non-school day tutoring can only occur between the hours of 12 and 5pm** You must reserve the space where you are tutoring in MRM. We ask that tutors encourage parents to stay on campus if you are tutoring their child on the weekend, at a Harker campus.

Harker does not allow tutoring after 7pm on any day on any campus. We highly discourage tutors from tutoring at their own home, for reasons related to your own liability. It is also important to understand that for reasons of liability, we do not allow tutors to tutor non-Harker students on any Harker campus.

Communication is an important part of ensuring a quality tutoring experience for our students and their families. **Therefore, it is very important to maintain close communication with the teacher of the class in which you are tutoring the student;** it is also important that tutors support the pedagogy of the teacher. We ask that you contact their teacher at least one time every other week. All teachers at Harker have voicemail and email addresses that facilitate such communication. If you need contact information for a given teacher, please contact Paulina Reynoso (Paulina.Reynoso@harker.org) at the upper school or Jenna Allen (Jenna.Allen@harker.org) at the middle school.

The Harker School counselors monitor each student's progress and look for improvement after a few sessions of tutoring. If, after two or three tutoring sessions a student's performance level has not improved, it may be necessary for us to consider other interventions.

Please do not hesitate to contact me if you have any questions or concerns. Again, thank you for your help with our students' academic growth.

Sincerely,

Jennifer Gargano
Assistant Head of School; Academic Affairs

Dear Harker Parents:

We hope your school year is progressing well and that the efforts and time of your child's teacher during class and extra help/office hours has been effective in meeting your child's needs. That said, we know that there are times when a student might need additional help beyond what can be provided during office hours/extra help. As such, this letter is to help facilitate communication between you and the tutor you are hiring to enhance your child's understanding of a given subject. We also give this information to our tutors.

Once you have chosen a tutor, the tutor will contact the student's teacher immediately for specific goals for tutoring. The tutor will not do homework assignments for the students; however, tutors can help facilitate the completion of homework. Our tutors strive to ensure that they help each student optimize their potential; that goal is at the core of any tutoring relationship. Tutoring is to help the student understand the processes, procedures and principles of a subject matter, in which a student might be struggling. A student should come to all sessions prepared to work.

Tutors are not able to tutor a student in all subjects. It is difficult for any tutor in the period of a few hours a week to take responsibility for a child's total academic performance. A study skills or homework tutor, however, can provide general assistance (organizational skills, time management, etc.) to your child in various subjects.

Payment for tutoring is a private arrangement between the tutor and the parent; however, we do ask each tutor to charge a reasonable rate. We do ask parents to let tutors know well in advance if a student is not able to make a tutoring session or will be late.

We ask that parents give twenty-four-hour notice if the child is unable to attend a session except for unexpected illnesses or an emergency. Similarly, if the tutor must cancel a tutoring session, the tutor should give twenty-four-hour notice by contacting the parent. If an emergency arises, parents should notify the counseling office, as we will attempt to contact the child.

We hope you find the tutoring experience satisfactory. The objective is to provide a positive tutoring experience for both students and parents at Harker. If you have concerns about your tutoring experience or feel there has been little to no improvement, call the counseling department to reevaluate steps to be taken in the best interest of your child. We want to work as a team to ensure an optimal learning experience for your child. If you have any questions or problems, please feel free to contact your child's counselor.

Sincerely,

Jennifer Gargano
Assistant Head of School; Academic Affairs
jenniferg@harker.org